

## **Employment Interviewer**

### **SUMMARY:**

Interviews and screens applicants for job openings at the organization. Contacts outside sources (e.g. employment agencies, schools, newspapers) to recruit job applicants. Maintains records of employment activities.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Interviews applicants to obtain information such as work experience, education, training, and occupational interest.
- Refers qualified applicants to employing official.
- Types letters to references indicated on application, or telephones agencies, such as credit bureaus and finance companies. Files application forms.
- Compiles and types reports for supervisors on applications and employees from personnel records.
- Reviews credentials to establish eligibility of applicant in regard to identification and naturalization.
- Administers aptitude, personality, and interest tests.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)